

2006

OZONE ACTION PROGRAM

2006 OZONE ACTION COORDINATOR'S TOOLKIT



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UNDERSTANDING THE PROBLEM



Understanding the Problem

Frequently Asked Questions About Ozone

What is ozone? Ozone is a colorless gas with a pungent, irritating odor. It is a natural part of the environment where it is found both in the upper atmosphere and at ground level. In addition, man's activities create emissions which contribute substantially to ozone formation at ground level. The precursors to ozone are volatile organic compounds (VOCs) and nitrous oxides (NO_x).

Why is ozone an environmental problem? In the upper atmosphere, the problem is *too little* ozone. Ozone protects us from overexposure to harmful ultraviolet rays from the sun, but chemicals called CFC's (chlorofluorocarbons) deplete this ozone layer. CFC's are used as the coolant in air conditioners and refrigerators and have also been used in hair and deodorant sprays. In the United States and many other countries, CFC's are being phased out. At ground level, the problem is *too much* ozone. Man-made emissions from vehicles, industries, consumer products, and a wide range of human activities contribute to ozone formation. Excessive levels of ground-level ozone affect human health, reduce crop yields, fade dyes, and cause adhesives and rubber to crack.

What causes ozone pollution? Ozone is not released directly into the air. It is not an emission. There is no smokestack or any other source that emits ozone. Ozone pollution is caused by a series of chemical reactions that take place in the presence of sunlight on hot days when the air is stagnant and there is little or no wind. Nitrogen oxides (NO_x) and volatile organic compounds (VOCs) must be in the air in large enough amounts to react and form ozone.

Industry, utilities, certain businesses, cars, trucks, buses, ships and airplanes, even trees and shrubs, all release VOCs or NO_x or both. VOC emissions typically come from industrial processes, use of volatile solvents, spray painting, loading of volatile organic liquids or refueling of vehicles, and evaporative emissions from storage tanks. NO_x emissions typically come from combustion sources --- gas engines such as lawnmowers, cars, off road vehicles, lawn equipment and other combustion engines, mobile sources, industrial boilers, heating equipment, and outdoor burning.

What is ground-level ozone? Typically called smog, ground-level ozone is produced by the combination of pollutants from many sources, including smokestacks, cars, paints and solvents. When a car burns gasoline, releasing exhaust fumes, or a painter paints a house, smog-forming pollutants rise into the sky.

Is there a clean air standard for ground-level ozone? Yes. The standard is set by the U.S. Environmental Protection Agency following a lengthy scientific review process. In July 1997, EPA revised the standard for ground-level ozone from a long-standing 1-hour standard of 120 ppb, (parts per billion) to a more stringent 8-hour standard of 80 ppb. On June 15, 2004, the 8-hour standard became effective.

EPA puts a city (or metropolitan area) on its “nonattainment” list when ozone exceeds, or violates, the standard more than once a year averaged over a 3-year period. The Baton Rouge metropolitan area, including the parishes of East Baton Rouge, West Baton Rouge, Ascension, Livingston, and Iberville, is on this list.

What is the nonattainment area? East Baton Rouge, West Baton Rouge, Iberville, Ascension and Livingston Parishes comprise the Greater Baton Rouge nonattainment area. These parishes are out of compliance for the EPA 8-hour standard for the pollutant ozone.

How serious is Baton Rouge's ozone problem? The Baton Rouge area is classified as marginal for the 8-hour standard and needs to meet attainment by June 15, 2007.

Does Louisiana violate any other EPA air quality standards? NO. Since 1980, the Baton Rouge area has met five of the six EPA air-quality standards that include carbon monoxide, nitrogen oxides, sulfur dioxide, lead, particulate matter, and ozone. Only ozone exceeds the EPA standards.

When is ozone season? Ozone season is April 15 to October 15. You can call (225) 219-0857 for the ozone forecast or 225-219-3543 for specific AQI information.

What is the AQI? The AQI is an index for reporting daily air quality. It tells how clean or polluted the air is, and what associated health effects might be a concern. The AQI focuses on health effects experienced within a few hours or days after breathing polluted air. EPA calculates the AQI for five major air pollutants regulated by the Clean Air Act: ground-level ozone, particle pollution (also known as particulate matter), carbon monoxide, sulfur dioxide, and nitrogen dioxide. For each of these pollutants, EPA has established national air quality standards to protect public health. Ground-level ozone and airborne particles are the two pollutants that pose the greatest threat to human health in this country.

How can ozone affect my health? Ozone is harmful to breathe when too much is in the air. Immediate symptoms are runny nose, sore throat and irritated eyes. Shortness of breath, coughing, and a burning sensation in your chest can occur.

Overexposure can lead to a persistent cough, mucous production and possible increased susceptibility to infection. It can harm healthy athletes and asthma sufferers by causing some loss of lung function.

People who exercise outdoors and people with respiratory problems are most affected by overexposure. Healthy older people and babies are at the same risk as healthy persons. There is no evidence at this time that ozone causes cancer.

Can I protect myself when ozone levels are high? Yes. Learn to recognize days when ozone pollution is likely. These are days of hot, stagnant weather, sunshine, and little or no wind. On such days, do not exercise outdoors. Minimize outdoor activity. Stay indoors

if you have respiratory problems. You can access the Louisiana Department of Environmental Quality (DEQ) website at www.deq.louisiana.gov for the Air Quality Index (AQI) and real-time information about daily air quality.

Is anything being done about ozone? The Louisiana Department of Environmental Quality has a long-term goal to achieve statewide compliance with EPA's National Ambient Air Quality Standards (NAAQS). DEQ's ozone reduction strategy is detailed in its State Implementation Plan. The SIP reviews ambient air data, computer modeling results, emission inventories, growth factors, and other information; and determines ways to achieve further emission reductions of VOC and NOx. Each SIP revision must be submitted to the U.S. EPA for approval.

As required by the Clean Air Act of 1990, multiple SIP revisions have been submitted for the Baton Rouge ozone nonattainment area. The Baton Rouge area was mandated to achieve a 15 percent reduction in ozone-forming emissions by November 1996 and an additional reduction of 9 percent in emissions by November 1999. In December 1995, the DEQ submitted to EPA an attainment demonstration plan, accompanied by Urban Airshed computer Modeling (UAM) which demonstrates that the ozone standard will be attained in the Baton Rouge area.

Does DEQ's plan address sources other than industries? The SIP also affects smaller businesses, like gasoline stations, which are now required to install emission control equipment designed to capture fumes from vehicle refueling. Also included in the emission reduction plan are national rules which reduce emissions from small engines (lawn and garden equipment), architectural and industrial paints and coatings, automobile refinishing, and consumer products such as volatile solvents.

What progress has been made to reduce ozone pollution statewide? Of the original 20 parishes, which were designated ozone nonattainment areas in the 1970s, fifteen have been re-designated to full attainment with EPA's National Ambient Air Quality Standards. The remaining five ozone nonattainment parishes are East Baton Rouge, West Baton Rouge, Ascension, Livingston, and Iberville. DEQ is continuing efforts, as outlined in its State Implementation Plan, to maintain air quality in attainment parishes, and to bring the remaining non-attainment parishes into full compliance.

DEQ is also presenting an education campaign to help industry, state agencies and individuals understand what can be done to prevent and reduce ozone formation.

Where can I get more information about air quality in Louisiana? For more information on ozone reduction initiatives in Louisiana, call the Louisiana DEQ Office of Environmental Services at (225) 219-3966 or address e-mail to:

Understanding the Air Quality Index

The purpose of the Air Quality Index or AQI is to help you understand what local air quality means to your health. To make it easier to understand, the AQI is divided into six categories. Each category corresponds to a different level of health concern. The six levels of health concern and what they mean are provided in the chart below. EPA has assigned a specific color to each AQI category to make it easier for people to understand quickly whether air pollution is reaching unhealthy levels in their communities. For example, the color orange means that conditions are “unhealthy for sensitive groups,” while red means that conditions may be “unhealthy for everyone,” and so on.

Colors	Air Quality Index (AQI) Values	Levels of Health Concern	Meaning
<i>...as symbolized by this color:</i>	<i>when the AQI is in this range:</i>	<i>...air quality conditions are:</i>	<i>the health implications are:</i>
Green	0 to 50	Good	Air quality is considered satisfactory, and air pollution poses little or no risk.
Yellow	51 to 100	Moderate	Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people who are unusually sensitive to air pollution.
Orange	101 to 150	Unhealthy for Sensitive Groups	Members of sensitive groups may experience health effects. The general public is not likely to be affected.
Red	151 to 200	Unhealthy	Everyone may begin to experience health effects; members of sensitive groups may experience more serious health effects.
Purple	201 to 300	Very Unhealthy	Health alert: everyone may experience more serious health effects.
Maroon	301 to 500	Hazardous	Health warnings of emergency conditions. The entire population is more likely to be affected.

Health Affects of Ozone

On a hot, smoggy summer day, have you ever wondered: Is the air safe to breathe? Should I be concerned about going outside? In fact, breathing smoggy air can be hazardous because smog contains ozone, a pollutant that can harm our health when there are elevated levels in the air we breathe.

Background: What is ground-level ozone?

- Ozone is not emitted directly into the air, but is formed by gases called nitrogen oxides (NO_x) and volatile organic compounds (VOCs) that in the presence of heat and sunlight react to form ozone. Ground-level ozone forms readily in the atmosphere, usually during hot weather.
- NO_x is emitted from motor vehicles, power plants and other sources of combustion. VOCs are emitted from a variety of sources, including motor vehicles, chemical plants, refineries, factories, consumer and commercial products, and other industrial sources.
- Changing weather patterns contribute to yearly differences in ozone concentrations from city to city. Also, ozone and the pollutants that cause ozone can be carried to an area from pollution sources located hundreds of miles upwind.

Why are we concerned about ground-level ozone?

- Ozone is the prime ingredient of smog in our cities and other areas of the country. Though it occurs naturally in the stratosphere to provide a protective layer high above the earth, at ground-level it is the prime ingredient of smog.
- When inhaled, even at very low levels, ozone can:
 - cause acute respiratory problems;
 - aggravate asthma;
 - cause significant temporary decreases in lung capacity of 15 to more than 20 percent in some healthy adults;
 - cause inflammation of lung tissue;
 - lead to hospital admissions and emergency room visits [10 to 20 percent of all summertime respiratory-related hospital visits in the northeastern U.S. are associated with ozone pollution]; and
 - impair the body's immune system defenses, making people more susceptible to respiratory illnesses, including bronchitis and pneumonia.

Who is most at risk from exposure to ground-level ozone?

- Children are most at risk from exposure to ozone:
 - The average adult breathes 13,000 liters of air per day. Children breathe even more air per pound of body weight than adults.
 - Because children's respiratory systems are still developing, they are more susceptible than adults to environmental threats.

- Ground-level ozone is a summertime problem. Children are outside playing and exercising during the summer months at summer camps, playgrounds, neighborhood parks and in backyards.
- Asthmatics and Asthmatic Children:
 - Asthma is a growing threat to children and adults. Children make up 25 percent of the population and comprise 40 percent of the asthma cases.
 - Fourteen Americans die every day from asthma, a rate three times greater than just 20 years ago. African-Americans die at a rate six times that of Caucasians.
 - For asthmatics having an attack, the pathways of the lungs become so narrow that breathing becomes akin to sucking a thick milk shake through a straw.
 - Ozone can aggravate asthma, causing more asthma attacks, increased use of medication, more medical treatment and more visits to hospital emergency clinics.
- Healthy Adults:
 - Even moderately exercising healthy adults can experience 15 to over 20 percent reductions in lung function from exposure to low levels of ozone over several hours.
 - Damage to lung tissue may be caused by repeated exposures to ozone -- something like repeated sunburns of the lungs -- and this could result in a reduced quality of life as people age. Results of animal studies indicate that repeated exposure to high levels of ozone for several months or more can produce permanent structural damage in the lungs.
 - Among those most at risk to ozone are people who are outdoors and moderately exercising during the summer months. This includes construction workers and other outdoor workers.

How does ground-level ozone harm the environment?

- Ground-level ozone interferes with the ability of plants to produce and store food, so that growth, reproduction and overall plant health are compromised.
- By weakening sensitive vegetation, ozone makes plants more susceptible to disease, pests, and environmental stresses.
- Ground-level ozone has been shown to reduce agricultural yields for many economically important crops (e.g., soybeans, kidney beans, wheat, cotton).
- The effects of ground-level ozone on long-lived species such as trees are believed to add up over many years so that whole forests or ecosystems can be affected. For example, ozone can adversely impact ecological functions such as water movement, mineral nutrient cycling, and habitats for various animal and plant species.
- Ground-level ozone can kill or damage leaves so that they fall off the plants too soon or become spotted or brown. These effects can significantly decrease the natural beauty of an area, such as in national parks and recreation areas.

- One of the key components of ozone, nitrogen oxides, contributes to fish kills and algae blooms in sensitive waterways, such as the Chesapeake Bay.

What can I do to avoid unhealthy exposure to ozone?

You can take a number of steps. Please refer to the air quality index chart which provides information on the health effects that may occur at specific ozone concentrations and what you can do to avoid them. If you are a parent, keep in mind that your children are likely to be at higher risk, particularly if they are active outdoors. You may therefore want to pay special attention to the guidance for sensitive groups.

In general, when ozone levels are elevated, your chances of being affected by ozone increase the longer you are active outdoors and the more strenuous the activity you engage in. Scientific studies show that:

- At ozone levels above 0.12 parts per million or ppm, heavy outdoor exertion for short periods of time (1 to 3 hours) can increase your risk of experiencing respiratory symptoms and reduced lung function.
- At ozone levels between 0.08 and 0.12 ppm, even moderate outdoor exertion for longer periods of time (4 to 8 hours) can increase your risk of experiencing ozone-related effects.

EPA recommends limiting outdoor activities as ozone levels rise to unhealthy levels. You can limit the amount of time you are active outdoors or your activity level. For example, if you're involved in an activity that requires heavy exertion, such as running or heavy manual labor you can reduce the time you spend on this activity or substitute another activity that requires less exertion (e.g., go for a walk rather than a jog). In addition, you can plan outdoor activities when ozone levels are lower, usually in the early morning or evening.

Note: This information was taken from EPA publications.

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ABOUT THE OZONE ACTION PROGRAM

OZONE ACTION PROGRAM



About the Ozone Action Program

In many cities throughout the United States, Ozone Action Programs are being implemented. These programs are cost-effective and do not require new regulations or mandatory actions. The Ozone Action Program is entirely voluntary and encourages everyone to share the responsibility of improving air quality in their state.

The Louisiana Department of Environmental Quality's Ozone Action Program is no exception. It is a voluntary driving curtailment and public education program coordinated by DEQ, the Baton Rouge Area Commuter Services (BRAC), government agencies, industry, business and most importantly the community.

The primary purpose of the community based program is to decrease the formation of ozone forming emissions. These emissions are caused by vehicles, gas powered motors and other sources during the summer when ground level ozone forms when pollutants from vehicles, paints and solvents, unburned fuel and industrial sources "bake" in hot, sunny weather.

During ozone season, April 15 to October 15, a reduction in these emissions can help the Baton Rouge nonattainment area of East Baton Rouge, West Baton Rouge, Ascension, Livingston, and Iberville Parishes reach the goal of attainment with the EPA 8-hour standard.

Ultimately, achieving attainment of the EPA 8-hour standard for ozone will result in a healthier environment for the region's citizens and work force, and make it more attractive for economic development and relocations.

The goals of the program are to improve air quality through voluntary actions, create public awareness and promote individual responsibility through education and to provide credible measures of air quality improvement efforts.

The basis of the program is when DEQ issue the Ozone Action Alerts, which warns the public about forecasted high ozone days, and asks for voluntary actions to reduce emissions of ozone forming pollutants.

We are extremely pleased that your employer made the decision to play an active role in helping improve Louisiana's air quality by participating in this program.

If you know someone that would be interested in becoming a participant in the Ozone Action Program, please have them contact DEQ at 225-219-3966 or email assist@deq.state.la.us , or call RIDESHARE at (225) 344-RIDE (7433).

We hope that you find this tool kit useful.

Consider Which Changes are Right for Your Company

You've signed up to be an Ozone Action Program partner. You're looking at suggested ozone-reducing actions that may help you implement a program. The question is, do you want to ask your employees to make changes only when an Ozone Action Alert is called, or would it be easier to institute a season-long or permanent plan? In many cases, we recommend you seriously consider implementing a seasonal program.

Episodic Change

Episodic changes are those you and your employees take only on days when an Ozone Action Alert is called. Since these are only called 1-day in advance, actions need to be implemented quickly, and it may be difficult for employees to have the flexibility needed to participate.

Questions to ask when considering episodic involvement in Ozone Action Program (OAP):

Is my company equipped to handle staffing and operational changes with short notice?

- Can staff members adjust their work schedules on Ozone Action Days without disrupting business?
- Can employees telecommute easily, or can we invest in a telecommuting program?
- Can operations and maintenance work be rescheduled quickly?
- If we ask employees to carpool or take mass transit on Ozone Action Days only, can we offer guaranteed rides home if they have an emergency?

Actions that are easily implemented on an episodic basis:

- Brown bag lunch programs or ordering lunch in for employees;
- Asking employees to combine errands whenever possible; or not to run errands or get gas until after 6:00 p.m. on Ozone Action Days;
- Letting staff come in a little earlier or later, reducing the rush hour crunch;
- Delay fleet refueling until after 6:00 p.m. or after the Ozone Action Day is over;
- Change a face-to-face meeting to a conference call or telephone call;
- Delay company lawn maintenance and landscaping using gas-powered equipment on Ozone Action Days;
- Whenever possible, postpone maintenance activities that involve the use of VOC-containing materials until after the Ozone Action Day has passed.

Seasonal Change

Since ozone season lasts from April 15 to October 15, it may be more appropriate for your company to implement season-long changes -- a "summer schedule" -- or even permanent changes. Commuter programs, alternate work schedules and telecommuting all may be easier for your company and less disruptive for your employees if they are implemented as a permanent change. And, if you are planning to take advantage of the tax benefits available under TEA-21, permanent changes involving a commuter program will be better for the company's bottom line!

Questions to ask when considering seasonal or permanent changes:

- Would my employees be more willing to participate in an alternate work schedule program if they knew their schedules well in advance - i.e., would it be easier on them when scheduling child care, work projects, etc., to have a 4x10 work week all season/year long? The OAP recommends that alternate work schedules be implemented on a seasonal or permanent basis.
- Would a permanent telecommuting program be more efficient, as opposed to a short-notice program? Most employees who telecommute need to be able to plan for it, to be certain that they have all of the resources they need to do their jobs well.
- Are we interested in setting up a permanent commuter program for employees? Rideshare programs, vanpools - all of these may be easier and more cost-effective when designed to be a permanent part of employee programs. Using the TEA-21 legislation, both employers and employees can enjoy tax benefits through involvement in a commuter program.
- Can we change our operations and maintenance schedules easily, or do we need more planning time? It would be better for the company to make schedule changes for the entire summer or year (i.e., changing our yard maintenance schedule permanently or hiring contractors who use only electric-powered equipment).

Actions that may be easier to implement on a seasonal or permanent basis:

- Commuter programs
- Alternate work schedules and flextime programs
- Operations and maintenance changes - changing to low VOC cleaners and solvents, electric-powered equipment
- Telecommuting programs
- Use of alternatively fueled vehicles
- Energy conservation practices.

We want you to be successful in your Ozone Action Program partnership, so it is important that the programs you decide to implement will work easily for your employees and your business. You may decide to offer the option of both seasonal and episodic changes to your employees and allow them to choose which actions are right for them!

Creating a Successful Ozone Action Plan 10 Simple Steps

All employers are encouraged to participate by pledging to do the following:

1. Identify a Champion - Identify your corporate or organizational champion and keep that person informed. A champion is someone at the executive management level who is committed to support the program and can empower others in the organization to develop and implement the Ozone Action Plan.

2. Designate a Coordinator(s) - Designate an employee to be the Ozone Action Day Program Coordinator who will develop and implement your Ozone Action Plan and be the main point of contact. If necessary, designate separate Transportation Coordinator(s) and Operations and Maintenance Coordinator(s).

3. Assign a Team - If necessary, pull together an Ozone Action Program implementation team to help develop your plan. The larger your organization, the more important it is to have team effort. Suggested team members include your human resources manager, fleet manager, communications coordinators and operations and maintenance leaders.

4. Choose Actions - Review any commuter-related and/or operations and maintenance policies and programs you may already have in place. Also review the checklists of suggested employer actions, both commuter and operations and maintenance, included in your Employer Toolkit. Determine which ones are feasible for your organization. Consider whether to institute episodic, seasonal or annual changes, or a combination.

5. Develop and Commit to Policies - Write down your new policies and procedures. Develop employee incentives and communicate the Plan to your managers.

6. Announce the Plan and Educate Employees - Announce your partnership in the Ozone Action Program to your employees and develop communications about the new program. Utilize the marketing materials and suggestions in your Ozone Action Coordinators Toolkit. Use company communications to inform and educate your employees about air quality issues and ground-level ozone.

7. Receive Ozone Alerts - During ozone season, April 15 – October 15, receive Ozone Action Alert notices from the DEQ. Notify your employees in a timely manner via whatever method works best for you: email, fax, voicemail, signs or flyers.

8. Monitor Participation - Track the actions you and your employees take on Ozone Action Days. Is your plan working?

9. Report Results - If you choose to report your company's results, please contact the Capital Region Planning Commission to set up a reporting process and methodology.

10. Update the Plan - Review your Plan periodically and modify those parts that may not be working or expand policies that are working.

Ozone Action Alert Procedures

An Ozone Action Alert will be declared by the DEQ when the Baton Rouge area's air quality is forecast to be in the "unhealthy" range. Based on a prescribed decision-making process, DEQ will issue an ozone alert on the day "before" an elevated level of ozone is expected to occur. This alert will be sent by email to Ozone Action Coordinators, media and interested parties. Announcements for an Ozone Action Alert will then be broadcasted through television and other news media. Ozone Action Coordinators will post signs and notify other employees by email or other methods of the forecast. At the same time, state agencies, facilities, organizations and participating individuals will be notified. Everyone is encouraged to voluntarily take planned measures to reduce emissions of the precursors that form ozone. Help educate employees about the Ozone Action Program and the importance of taking voluntary actions to reduce ozone when an Ozone Action Alert has been forecasted by DEQ.

Examples of voluntary actions:

- Notify employees through various means (this can be done by posting signs, which are provided by DEQ, at exits, in break rooms, on bulletin boards, or by sending a notice through email or voice mail systems, distributing information to employees by placing articles in company newsletters, etc.)
- Encourage ride-sharing for commuters
- Encourage employees to bring lunch to reduce mid-day traffic
- Support telecommute/work at home where feasible
- Employ flexible work hours to minimize "rush hour" traffic
- Provide information to employees on what they can do as individuals, (see 10 Tips on What the community can do to help) such as:
 - Refueling when its cool
 - Mow grass, use gas powered engines after 6 p.m.
 - Use electric starters for your BBQ
 - Conserve energy in your home
 - Carpool, rideshare or use the bus
 - Drive less, walk and bike more
 - Care for your car
 - SPREAD THE WORD that everyone can help reduce emissions
- Any other measure that will reduce vehicle emissions

ozone ACTION ALERT

DEQ

is forecasting an
OZONE ACTION DAY
(DATE)

in the Greater Baton Rouge area.

This forecast includes East Baton Rouge, West Baton Rouge,
Livingston, Ascension and Iberville parishes.

An ozone action day means DEQ is predicting an exceedance in ozone.

Increasing ozone levels may cause unhealthy air quality for the general population during afternoon hours. Active children and adults, the elderly and people with respiratory diseases, such as asthma, should avoid prolonged outdoor activities. Everyone else, especially children, should avoid prolonged outdoor exertion.

Area residents are encouraged to take one or more of the following voluntary actions:

- 1. Drive less. Carpool, walk and bike, combine errands and care for your car. Be sure your gas cap is tight.**
- 2. Refuel when it is cool. Refuel your vehicle, mow grass and use gas powered lawn equipment and off road vehicles after 6 p.m.**
- 3. Postpone chores that use oil based paint, varnishes and solvents that produce flame.**
- 4. If you barbeque, use an electric starter instead of starter fluid.**
- 5. Take your lunch to work**
- 6. Conserve energy in your home.**

Please incorporate these tips into your daily routines. Even little changes can make a big difference and we all have a stake in the outcome. **SPREAD THE WORD** by telling family, friends, co-workers and neighbors about **OZONE ACTION DAYS**.

More information about current air quality and what you can do to help prevent ozone formation is available online at the DEQ website www.deq.louisiana.gov. Recorded ozone forecast messages from DEQ are available at **225-219-0857**. To obtain information on the highest air quality readings for the Greater Baton Rouge area please call **225-219-3543**.

How to Set Up a Commute Options Program

A Commute Options Program is a set of policies and programs that reduces the number of drive-alone trips or single occupancy vehicle (SOV) made by your employees, especially during the ozone season. Commute Option Programs are designed to encourage employees to consider their commuting habits and get familiar with a variety of alternative commuting options.

What you can do:

Ozone Action Program Partners are strongly encouraged to promote alternative transportation and alternative commuting to their employees. Employers can be very powerful in influencing commuter mode choices. For example, if an employer encourages carpooling by offering ride match information, preferential carpool parking spaces and incentives, employees are more likely to try and perhaps adopt carpooling. Employers can also put programs in place such as telecommuting and alternative work schedules, all of which can help with the region's air quality and congestion problems.

Bottom line benefits:

Save on office space crunch: if some employees telecommute or work alternative schedules, you won't face the expense of adding more office space; save expense of more parking decks or lease on parking spaces. Attract and retain employees who would otherwise retreat from fighting the traffic. Save your employees money

Finally, increased road congestion overloads the region's infrastructure, pollutes the air, negatively impacts economic vitality and quality of life, deters new business and serves as a red flag to government agencies monitoring ground-level ozone. Offering a commute options program to your employees helps to address all of these issues and establishes your organization as a good employer and model corporate citizen.

Employer Benefits

- *improved employee productivity
- *reduced absenteeism and tardiness
- *improved recruitment and retention
- *reduced office space needs
- *increased morale
- *improved access to work sites

Employee Benefits

- *reduced commuting time
- *reduced vehicle wear and tear
- *reduced stress
- *increased job opportunities
- *enhanced work schedule flexibility
- *increased personal time

Community Benefits

- *improved air quality
- *reduced traffic congestion
- *reduced energy consumption
- *more efficient use of existing transportation system
- *improved economic viability
- *enhanced quality of life

Baton Rouge Area Commuter Services can help make setting up your Commute Options Program much easier. BRACS is a resource provided at no cost to employers or individuals. Baton Rouge Area Commuter Services offers two programs essential to a successful Commute Options Program: Ride matching and Worksite Support Services.

Employee Incentives

Getting employees to change their behaviors will be easier if you provide some incentives. Here's a list of sample incentives - there are endless possibilities!

Alternate work schedules: 4x10 (four ten-hour days per week) or 9x80 (eight nine-hour and one eight-hour day in a two-week period)

Brown bag lunch programs keep employees on-site with free sodas or chips

Casual days for employees who don't drive alone

Designated parking spots for carpoolers and vanpools

Earned time off - long lunches, free afternoons - through participation

Flextime keeps employees off the roads during rush hour

Guaranteed rides home for employees who don't drive their own car

Hearth benefits - reduced stress, cleaner air to breathe

Income goes up when commuting costs go down

Avoid traffic **J**ams with commuting alternatives

Kids can have more time with parents who participate in 4x10 and 9x80 schedules

Lunch coupons for the company cafeteria

Maintenance workers get a break from the heat, assign indoor jobs on Ozone Action Alert Days

No nylons, no neckties for telecommuters

Free **O**il changes for carpoolers, helps the environment!

Pick up the tab for breakfast one day per month for vanpoolers

Quiz employees about air quality: correct entries win prizes

Raffle entries for each day Alerts are called and actions implemented

Subsidize mass transit passes for employees

Offer **T**elecommuting to employees who can work from home

User-friendly programs that make participation easy and fun

Validated parking for carpoolers

Weekly lotteries - rideshare participants win great prizes

EXtra hours in the day saved by avoiding rush hour commutes

Yard work prize - raffle off an electric mower

Free **Z**oo tickets for active participants

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ABOUT THE BATON ROUGE AREA COMMUTER SERVICES PROGRAM

OZONE ACTION PROGRAM





About the Baton Rouge Area Commuter Services Program

Program

Baton Rouge Area Commuter Services (BRACS) is a program sponsored by the Capital Region Planning Commission, and funded by Congestion Mitigation Air Quality funds, to operate a regional commuter assistance program for Ascension, East Baton Rouge, Iberville, Livingston, and West Baton Rouge Parishes.

Mission Statement

BRACS's mission is to market and promote a broad range of transportation alternatives to the single occupant vehicle and to develop innovative solutions in response to community transportation concerns through a partnership of regional employers, private citizens, community organizations, and public entities. And with the communities' help, we have the resources available to initiate and implement new ideas and programs for making our community a better place to live and work.

The Commuter Connection

BRACS can provide computerized trip matching and information about pooling options. Through this service, we can link together neighbors and co-workers who express an interest in sharing their ride to work. Information about public transportation and transportation management services available in the region will also be provided.

- **Ride matching**

Baton Rouge Area Commuter Services can match individuals to other riders based on home and work locations and shared work schedules. Call 225-344-RIDE, and BRACS will do the rest. Interested employees will receive a letter and a list of names and work phone numbers of people representing "rideshare opportunities" in their area. Also included are carpooling tips, mass transit information and vanpools routes if available in the employee's area.

- **Worksite Support Services**

Baton Rouge Area Commuter Services will provide advice on the best ways to market ride matching services to your employees. They have a trained staff available to assist in organizing on-site "commuter fairs" at large worksites. Services include setting up promotional displays, staffing a booth to answer questions, handing out promotional materials and assisting employees with completing ride matching applications.

Employer Services

BRACS works on a continuous basis with area employers, both large and small, to design commuter transportation assistance programs for employees. This service includes: assistance in assessing employee transportation problems and patterns (through transportation planning surveys); matching and referral services to assist employees in forming or joining carpools/vanpools; and on-site commuter counseling. BRACS can also assist in the implementation of other employer-based programs such as telecommuting, flex-time, and compressed work schedules.

- **Guaranteed Ride Home**

Employers are urged to establish a Guaranteed Ride Home Program at no cost to employees as a benefit for employees who use alternative transportation. This program should provide individuals with a free taxi or rental car in case of a bona fide emergency (sick child, etc.) or in case of required, unscheduled overtime. Employers should promote the program among their employees and to set up an internal system to control and provide this service to provide an emergency ride home.

Carpool/Vanpool Referral Service

BRACS works regularly to register carpools and vanpools in the region and uses them as references for commuters looking to share their daily commute. BRACS can provide assistance in searches for riders and can offer technical advice regarding operating costs, successful pooling tips, etc. Pool operators simply need to call us with any questions they may have or to register their pools.

Van Pool Service Incorporated (VPSI)

BRACS works in conjunction with Van Pool Services, Incorporated to provide commute information to prospective vanpoolers. By sharing the costs of operating the van with others, you'll save money. Call 1-800-VAN-RIDE to find out more about commuting in a VPSI vanpool.

Private Services

There are an unknown number of employer-based commuter programs in the Baton Rouge area. These programs include, but are not limited to, Dow Chemical and Albemarle Corporation.

More Information

For additional information on these and other commuter services, contact BRACS at (225) 344-RIDE (7433). BRACS is dedicated to providing the commuter transportation assistance you may need for your worksite.



How to Start an Alternative Work Hours Program

The West Germans first realized that an employee's workday need not begin at nine and end at five. They called it *geitende arbeitszeit* or "gliding time." When we imported the idea, we called it flex-time. Now the concept has expanded to include the compressed work week and staggered work hours.

Alternative work hours or flex time is a strategy that can shift commuter trips out of peak traffic hours to times when travel is steadier and faster. This helps reduce the emission of damaging air pollutants and relieves traffic congestion.

The full impact of flexible work scheduling isn't known, but alternative work hours can be strong incentives to increase ridesharing when offered to current ridesharers and when used to reward employees who break the drive-alone habit.

What is an Alternative Work Hours Program?

It's an alternative to the standard eight-hour, five-day work week. Employers either change the length of the work day or the way work hours are allocated and then let employees choose among various options. With an alternatives work hours program, the cost is small, the risk low and the potential return high.

How to set up an alternative work time schedule

There are three basic options from which to choose:

1. Flex time
2. Compressed work week
3. Staggered hours

Flex time

This gives employees input as to when their workdays begin and end. Fixed company-wide arrival and departure times are replaced with varying schedules within designated zones of arrival and departure times. For example, you designate a core work day as 9:00 am to 3:00 pm. You allow leniency only in those hours before 9:00 am and after 3:00 pm.

Flex-time has two requirements:

1. All employees must be present during the core day

2. Although employees may choose their own arrival and departure times, they must work the required hours each day.

Flex-time can be an incentive to increase ridesharing if employees can use it to meet carpool, vanpool, or transit schedules. However, because fewer employees will work the same hours, it could make ridematching of employees more difficult.

Compressed work week

Compressed work weeks reduce the total number of commute trips. As with flex-time, employees must work their usual number of hours. However, during a compressed work week, employees schedule those hours on fewer work days per week or pay period.

Compressed work weeks are generally best suited to manufacturing or services where customer contact is minimal or scheduled in advance. For example, attorneys or engineering consultants might welcome a four-day work week, but it could disrupt a retail store.

There are two typical compressed work week schedules:

4/40 Schedule -- Employees would work 40 hours in 4 days, allowing 3-day weekends for employees.

9/80 Schedule -- Employees work the usual number of hours in a two-week pay period in 9 rather than 10 days.

NOTE: To eliminate possible understaffing with compressed scheduling, days off could be rotated among a department's employees.

Staggered work hours

With staggered hours, individuals -- over entire departments -- regularly arrive and leave at times which can vary from as little as 15 minutes to as much as two hours. Even a 15-30 minute shift in schedules alleviates local and on-site congestion. Employees are more enthusiastic about work if given a choice in their own schedules.

What are the benefits of alternative work scheduling?

- **Employer Benefits:**
 - reduces tardiness
 - reduces absenteeism
 - reduces start/end of-the-day socializing
 - reduces staff turn over
 - improves employee morale
 - improves benefits package

- recruiting advantage
- **Employee Benefits:**
 - increases job satisfaction
 - eases transition between home and work
 - child-care needs can be better managed
 - reduces need to use annual/personal leave to meet medical appointments
 - reduces personal sick time
 - reduces tardiness
 - reduces stress of daily work trips
 - reduces commuting costs
- **Community Benefits:**
 - reduces peak-hour traffic flow
 - reduces fuel consumption needs
 - improves air quality

How can my company implement an Alternative Work Hours Program?

- It's easy. Begin a pilot program following these basic steps:
 1. **Involve managers and supervisors in planning.** Their knowledge will be the key to determining core time, flexible time, and the best options to choose.
 2. **Determine which departments are eligible** for your alternative work hours program. Examine your current departmental workloads.
 3. **Schedule** core time, flexible hours, and days off **in anticipation of peaks and valleys.** Usually, heavy or light loads occur at specific times during the day.
 4. If unions will be involved, **discuss and solve any potential problem before starting your program.**
 5. **Set a target implementation date.** Let qualifying employees and department know exactly what your program offers. Be certain that supervisory personnel are knowledgeable and can answer questions.
 6. **Follow up with a survey** of participating employees and managers. Use their suggestions to improve the program.

Where can I get more information?

- Let us help you! Baton Rouge Area Commuter Services (BRACS) is dedicated to providing the commuter the transportation assistance you may need. For details, call us at (225) 344-RIDE (7433) or FAX (225) 383-3804.

How to Encourage the Use of Vanpools

Many area employers have responded to the need to reduce congestion and improve air quality by actively encouraging their employees to seek alternatives to driving alone to work. Vanpooling is one great alternative!

What is a vanpool?

- Vanpools are formed among groups of commuters who wish to ride together and share the monthly costs of operating the vanpool. Monthly passenger fares generally cover vehicle costs, maintenance, gasoline, and insurance expenses.

Vanpools provide an attractive transportation alternative for employee groups of six to fifteen individuals who live near one another and who work fairly regular hours. Each vanpool has the flexibility to design its own schedule and route to meet the specific travel needs of the group.

What resources are available to interested employees?

- Baton Rouge Area Commuter Services (BRACS) provides information and technical assistance in three vanpool program areas: employer-operated vanpools, company-owned or leased vans, and owner-operator vanpools.

BRACS provides assistance to commuter groups interested in forming and operating vanpools anywhere within the following parishes: Ascension, East Baton Rouge, Iberville, Livingston, and West Baton Rouge. BRACS offers assistance by helping vanpool groups recruit new riders and by working with employers to encourage the use of incentive programs to boost vanpool use.

What are the benefits of vanpooling?

- **Employer Benefits:**
 - reduces the need for additional parking
 - increases access to labor markets
 - improves employee morale and employee relations
 - increases productivity, reduces absenteeism and tardiness
 - provides an effective, low-cost recruitment tool
 - enhances employee benefits packages
- **Employee Benefits:**
 - reduces stress as employees arrive refreshed, relaxed and ready to work
 - increases access to job markets (vanpools often enjoy preferential parking at employer sites)
 - saves money on commute costs such as gasoline, and wear-and-tear on personal vehicles

- encourages new friendships
- **Community Benefits:**
 - reduces rush-hour congestion
 - improves air quality
 - reduces dependence on fossil fuels
 - reduces the need for costly new highway construction

How does vanpooling help the environment?

Vanpooling is one of the best ways to cut smog and help improve the quality of the air. The average car emits a quarter-pound of pollutants each mile it is driven. On a one hundred-mile commute, a single car can release 25 pounds of pollutants into the air -- air we all breathe.

Let us help you! Baton Rouge Area Commuter Services (BRACS) is dedicated to providing the commuter transportation assistance you may need to encourage vanpooling at your worksite. For details, call us at (225) 344-RIDE (7433) or FAX (225) 383-3804.

BRACS is a service of the
Capital Region Planning Commission
P.O. Box 3355
Baton Rouge, LA 70821
Phone: (225) 383-5203
Fax: (225) 383-3804

Rideshare Matching Application

Please tell us about yourself and your travel patterns so that we can match you with others with similar commutes who also wish to rideshare. By completing this ridesharing application, you are under no obligation to join any ridesharing arrangement. No fees will be charged to you by BRACS and all information given by you will be confidential. Please print clearly or type. Fill out completely. BRACS does not certify the character of ridesharing participants. Please screen referrals.

Home Info

Name: _____ Date: _____

Home Address: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Parish: _____

Home E-Mail Address: _____

Major Intersection Nearest Your Home: _____

Location Commuting From (if different from address): _____

Work Info

Company Name: _____

Work Address: _____ Name of Bldg.: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Parish: _____

Work E-Mail Address: _____

Major Intersection Nearest Your Work: _____

Work Days (check all that apply): Sun Mon Tue Wed Thu Fri Sat

Work Hours: Starting _____ AM/PM Ending _____ AM/PM

Are your work hours flexible by at least 15 minutes? Yes No

Are your work hours flexible by 30 minutes or more? Yes No

How do you usually get to work now? (check only one): Drive Alone Carpool
Vanpool Bus Walk Bicycle Motorcycle Other_____

How long is your usual commute? (one way): _____miles and _____minutes

Preferences

Do you prefer to be called at: Work Home Either

Do you prefer to: Share the Driving Drive Only Ride Only

Do you prefer: Smoking Non-smoking Either

Are you a vanpool driver looking for new riders: Yes No

Send application to:

Ridesharing Coordinator
Capital Region Planning Commission
P.O. Box 3355
Baton Rouge, LA 70821
Phone: 344-7433 or FAX: 383-3804



Public Transit Service in Baton Rouge

Transit service in the Baton Rouge Metropolitan Area is provided by Capital Area Transit System (CATS)

Much has been written about global warming and how much private vehicles contribute to air pollution. One of the best alternatives to using a private vehicle is public mass transit. Using mass transit helps reduce gasoline consumption and improve air quality. Nationally, it is estimated that traffic congestion accounts for 3 billion gallons of fuel wasted annually! Mass transit vehicles can also help reduce traffic congestion considerably.

Routes CATS buses go all over Baton Rouge.

All of our routes are listed on our www.brcats.com with a link to a map and schedule of each route.

If the place where you're going is on a different route, you can transfer between buses - sometimes at our terminal at Florida and 22nd, sometimes elsewhere.

You can get information about which routes you need, or a printed brochure with a map and schedule of any route, by contacting CATS, or at the terminal.

Schedules To see the schedule for any route, click the route name on the www.brcats.com. Buses are not assigned exact times at every stop, so the schedules show times for major intersections along the route. From these, you can estimate when the bus will get to your stop.

Be sure to arrive at your stop a few minutes early, since people's watches vary.

Bus stops Bus stop signs are located at many street corners along each route.

If you're not sure where your nearest bus stop is, contact CATS for help.

Wait for the bus at the bus stop sign. When the bus approaches, signal the driver so she'll know you want her to stop for you.

Fares

For Baton Rouge local routes:

- Adults: \$1.75
- Children under 5: Free
- Senior citizens (62+), people with disabilities who show a CATS ID card, anyone showing a Medicare card, and students up through high school with ID: 35¢

You must have exact change ready when you board.

LSU, Southern University, and BRCC campus routes are free. Routes 16-Capitol Park Trolley, 27-Groom Road, 28-Groom Road-Capitol High, and 70-Prairieville Park-and-Ride are also free.

If you need an ID card for reduced fare, contact us to find out how to get one.

Passes

The following passes can be purchased at our terminal at Florida and 22nd Streets:

- 31-day pass (\$56) - Good for unlimited rides for 31 days. The pass will be validated the first day of use and will expire 30 days later.
- 7-day pass (\$19) - Good for unlimited rides for 7 days. The pass will be validated the first day of use and will expire 7 days later.
- 15-ride pass (\$24.50) - Good for 15 rides only. The pass will be validated the first time it is used, and will expire when it is used 15 times. If you're a senior citizen with proper ID, you can purchase a special senior version of this pass for \$5.25.
- Single-day pass (\$4 for a weekday; \$2 for a Saturday or Sunday) - These are generally available 2 days in advance.

Transfers

If you need to transfer to a second bus to get where you are going, ask when you board for a transfer slip, which costs 25¢. If your trip requires a third bus, you can get another transfer on the second bus for an additional 25¢.

Transfers are not good on the issuing route, so you cannot use them for a round trip.

Holidays

This list is subject to change. Check our www.brcats.com just before a holiday for the latest information.

- New Year's Day: Sunday schedule
- Martin Luther King Day: Saturday schedule
- Mardi Gras: Saturday schedule
- Good Friday: Saturday schedule
- Memorial Day: Saturday schedule

- Independence Day: Saturday schedule
- Labor Day: Sunday schedule
- Thanksgiving Day: No service
- Friday after Thanksgiving: Saturday schedule
- Christmas Day: No service

Disabled Some (not all) CATS buses can carry you in a wheelchair.

If you can't use regular CATS buses at all, you may be eligible for CATS On Demand, special transportation for people with disabilities. Visit the website, www.brcats.com/ondemand for more information.

This CATS information is correct as of 5/24/2006 and is subject to change.

Where can I get more information? To learn more about transit in the Baton Rouge area, call CATS at (225)336-0821. They have information which can benefit both employers and employees. For details about other commute options, contact Baton Rouge Area Commuter Services (BRACS).

BRACS is dedicated to providing the commuter transportation assistance you may need. For details, call us at (225)344-RIDE (7433) or FAX (225)383-3804.

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Capital Region Planning Commission
P.O. Box 3355
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COMMUNITY PARTICIPATION

OZONE ACTION PROGRAM



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APPENDIX

OZONE ACTION PROGRAM



What You Can Do at Home and at Work

- Conserve electricity. Electricity generation can be a major source of air pollution. Use energy-efficient lighting and appliances in your home or office, and make sure lights and appliances are turned off when not in use. Raise the temperature level of your air conditioner a few degrees in summer, and turn down the heat a few degrees in winter.
- Buy fuel-efficient motorized equipment. If you are buying a power mower or other motorized garden tools, construction or farm equipment, or outboard motors, seek out those that are designed to minimize emissions and reduce spillage when being refueled.
- Avoid spilling gas. Take special care to avoid spills and the release of fumes into the air when refueling gasoline-powered lawn, garden, farm and construction equipment, and boats.
- Properly dispose of household paints, solvents, and pesticides. Do not pour these chemicals down the drain, into the ground, or put them into the garbage. Call your local environmental agency for information on proper disposal of these products.
- Seal containers tightly. Make sure that containers of household cleaners, workshop chemicals and solvents, and garden chemicals are tightly sealed to prevent volatile chemicals from evaporating into the air. Don't leave containers standing open when not in use.
- Reduce waste and recycle. When you make purchases, consider using products that are durable, reusable, or use less packaging. Recycle potential wastes in your home and support local recycling programs in your community.

How to Get Involved in Local Efforts to Reduce Air Pollution

- Let people know you care. One of the driving forces behind reducing air pollution is citizen concern and involvement. As an individual or as a representative of a concerned group, speak up at hearings and let your local public officials know how you feel about air pollution problems in your community.
- In the summertime, practice "ozone awareness." Check the daily ozone advisory on the DEQ Website at <http://www.deq.louisiana.gov> or telephone the Air Quality Daily Update Line at (225) 219-0857 or (225) 219-3543.
- Learn about local efforts and issues. Talk to your state environmental agency -- the Louisiana DEQ--to find out what it is doing in your area.
- Report problems. If you think you see an air pollution problem, call Louisiana DEQ's 24-hour notification hotline at (504) 342-1234.

You CAN make a difference! It All Adds Up To Cleaner Air.

Portions of this text were taken from EPA Bulletin 450/K-92-002

Car Maintenance

How to drive and maintain your car - Properly maintaining your car is one way to help reduce ozone pollution. Motor vehicles are a major source of ozone pollution in most urban areas. Your driving habits and your car maintenance can either add to the problem or help to solve it.

How you drive your car - Plan ahead by organizing your trips. Combine several errands into one trip and drive fewer miles per trip; and avoid driving during peak traffic periods when stop-and-go traffic is at its worst.

- Try walking or bicycling for short errands and leisure activities.
- Ride share. Carpools and public transportation reduce the number of cars on the road and miles driven.
- Use clean fuels. CNG, LPG, reformulated, or "clean" gasolines are becoming more widely available. Use them when possible.
- Drive at a medium speed. In normal traffic conditions, most cars operate most efficiently between 35 and 45 miles per hour; lower or higher speeds are less efficient.
- Drive at a steady speed. It is more fuel efficient to drive at an even speed than it is to keep speeding up and slowing down. This is true in heavy traffic as well as on the open road.
- Stop and start evenly. Gently accelerating reduces gas consumption. Coasting to a stop lets the car's momentum, not its fuel get you where you want to go.
- Don't idle the engine unnecessarily.

How to maintain your car -Don't remove or tamper with the pollution control equipment on your car. This device helps limit the pollutant emissions at the tailpipe.

- Don't overfill or "top off" your car's gas tank.
- Avoid releasing gasoline vapors while refueling your vehicle. Gasoline service stations in ozone nonattainment areas are now required to install vapor control devices on their pumps to limit emissions of gasoline vapors during vehicle refueling.
- Get regular engine tune-ups and car maintenance checks. Tune-ups improve your gas mileage and car performance. The spark plugs are especially important, because a worn spark plug will cause poor starting, rough idling, and poor gas mileage.
- Make sure your tires are properly inflated and your wheels aligned. Doing this can prevent excessive drag and improve fuel economy up to one mile per gallon.
- Keep car filters and catalytic converters clean. Dirty air filters increase fuel consumption; and your car's pollution control devices need to be in good working order to be effective. Follow the car manufacturer's guidelines.
- Use your car air conditioner wisely. Air conditioning is a drag on your car's engine, reducing gas mileage by as much as 20 percent. On not-so-hot days or while in stop-and-go traffic, roll down your window instead. Have leaks in your car air conditioner fixed by a certified technician using required CFC recycling equipment.
- Consider buying fuel efficient cars.

Lawn and garden equipment

Most people are not aware of just how much pollution is released into the air by gasoline powered lawn equipment. Help reduce ozone forming emissions by waiting until after 6 p.m. to use gas-powered lawn tools. Using a gas-powered mower or leaf blower for an hour may not seem like a major polluting activity, but consider these facts. According to the U.S. EPA, in a single hour's use, gas-powered gardening machines produce as much air pollution as a passenger car driven the following number of miles:

Equipment	Miles
Riding mower	20
Garden tiller	30
Garden tractor	30
Shredder	30
Lawn mower	50
String trimmer	70
Leaf blower	100
Chain saw	200

Conservation

- Conserve electricity. Electricity generation can be a major source of air pollution. Use energy-efficient lighting and appliances in your home or office, and make sure lights and appliances are turned off when not in use. Raise the temperature level of your air conditioner a few degrees in summer, and turn down the heat a few degrees in winter.
- Buy fuel-efficient motorized equipment. If you are buying a power mower or other motorized garden tools, construction or farm equipment, or outboard motors, seek out those that are designed to minimize emissions and reduce spillage when being refueled.
- Avoid spilling gas. Take special care to avoid spills and the release of fumes into the air when refueling gasoline-powered lawn, garden, farm and construction equipment, and boats.
- Properly dispose of household paints, solvents, and pesticides. Do not pour these chemicals down the drain, into the ground, or put them into the garbage. Call your local environmental agency for information on proper disposal of these products.
- Seal containers tightly. Make sure that containers of household cleaners, workshop chemicals and solvents, and garden chemicals are tightly sealed to prevent volatile chemicals from evaporating into the air. Don't leave containers standing open when not in use.
- Reduce waste and recycle. When you make purchases, consider using products that are durable, reusable, or use less packaging. Recycle potential wastes in your home and support local recycling programs in your community.

Get Involved

There is considerable amount of local efforts to reduce air pollution. Let people know you care. One of the driving forces behind reducing air pollution is citizen concern and involvement. As an individual or as a representative of a concerned group, speak up at hearings and let your local public officials know how you feel about air pollution problems in your community.

In the summertime, practice “ozone awareness.” Check the daily ozone advisory on the DEQ Website at www.deq.louisiana.gov or telephone the Air Quality Daily Update Line at (225) 219-0857 or (225) 219-3543.

Learn about local efforts and issues. Talk to your state environmental agency -- the Louisiana DEQ--to find out what it is doing in your area.

Report problems. If you think you see an air pollution problem, call DEQ's 24-hour notification hotline at (225) 342-1234.

You CAN make a difference! It All Adds Up To Cleaner Air.

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OZONE ACTION PROGRAM



EXECUTIVE ORDER MJF 00-39

State Partnership with the Baton Rouge Clean Air Coalition in the Ozone Action Program

WHEREAS, the Baton Rouge Clean Air Coalition, a voluntary civic organization that works on clean air initiatives in the Baton Rouge area, encompassing the five parishes of East Baton Rouge, West Baton Rouge, Ascension, Livingston, and Iberville (hereafter "Baton Rouge area"), has established a voluntary ozone action program (hereafter "program") for the purpose of reducing ozone-forming emissions caused by vehicles and other urban and commercial sources within the Baton Rouge area, particularly during the summer months;

WHEREAS, the Baton Rouge area has also been designated as the "Baton Rouge ozone non-attainment area" by the federal government based on criteria contained in the Clean Air Act Amendments of 1990, Pub. L. No. 101-549;

WHEREAS, pursuant to the Clean Air Act Amendments of 1990, the state of Louisiana is required to take primary responsibility for assuring air quality within the entire geographic area comprising the state, and submit an implementation plan for the state which will specify the manner in which national primary and secondary ambient air quality standards will be achieved within each air quality control region of the state, 42 U.S.C. §7407(a);

WHEREAS, the Baton Rouge Clean Air Coalition's program is a proactive and innovative approach for reducing ozone-forming emissions and achieving the national ambient air quality standard in the Baton Rouge area; and

WHEREAS, the best interests of the state of Louisiana are served by the departments, commissions, boards, agencies, and offices of the executive branch of the state of Louisiana located in the parishes of East Baton Rouge, West Baton Rouge, Ascension, Livingston, and Iberville becoming partners of the Baton Rouge Clean Air Coalition in the program, by taking a leadership role in the program and by adopting work-related behavior modifications to achieve the goals of the program and fulfill federal and state objectives for ambient air quality;

NOW THEREFORE, I, M.J. "MIKE" FOSTER, JR., Governor of the state of Louisiana, by virtue of the authority vested by the Constitution and laws of the state of Louisiana, do hereby order and direct as follows:

SECTION 1: State Partnership in the Baton Rouge Clean Air Coalition's Ozone Action Program All departments, commissions, boards, agencies, and offices in the executive branch of the state of Louisiana, including all units of the public university system, that

are located in the parishes of East Baton Rouge, West Baton Rouge, Iberville, Livingston, and Ascension, shall be state partners in the Baton Rouge Clean Air Coalition's Ozone Action Program (hereafter "program").

SECTION 2: Duties of State Partners

A. The head of each department, commission, board, agency, and/or office in the executive branch of the state of Louisiana referred to in Section 1 of this Order (hereafter "state partner" and/or "department") shall create and implement an ozone action plan for their department consistent with goals and/or objectives of the program (hereafter "plan"). The advice and/or technical assistance of the Office of Environmental Services, Department of Environmental Quality, as set forth in subsection 3(B) of this Order, is available to each state partner for the creation, implementation, and/or amendment of their department plan which, at a minimum, shall include:

1. An education plan for educating the officers and/or employees of the department concerning the program's objectives, the manner in which the department will assist in achieving those objectives, and the manner in which the department's officers and/or employees will individually participate in the program;
2. The objectives and goals of the department for eliminating or substantially reducing activities that produce high levels of ozone-forming emissions; and
3. A strategy plan adapting the program to the activities and functions of the department.

B. By November 15, 2000, each state partner shall submit a copy of their department's plan to the governor, through the governor's special assistant for environmental affairs, the commissioner of administration, and the secretary of the Department of Environmental Quality.

C. Thereafter, each state partner shall annually, on November 15, submit to the governor, through the governor's special assistant for environmental affairs, the commissioner of administration, and the secretary of the Department of Environmental Quality, an updated department plan and a progress report on the department's level of participation in the program and/or attainment of the department's goals.

SECTION 3: Duties of the Department of Environmental Quality In addition to the duties designated in Section 2 of this Order, the secretary of the Department of Environmental Quality shall:

A. Create and maintain the means to provide all state partners and all other participants in the program, advanced notification of ozone action days, i.e., those days in the parishes of East Baton Rouge, West Baton Rouge, Ascension,

Livingston, and Iberville during summer months on which the formation of elevated levels of ground level ozone is more likely to occur and planned measures to reduce emissions of ozone precursor pollutants should be implemented;

B. Upon request, provide technical assistance to and provide information through the Office of Environmental Services to any state partner, or other participant in the program, regarding the program, including emission reduction strategies and/or alternatives, education, outreach assistance, and/or creating or updating a plan; and

C. Assist the Baton Rouge Clean Air Coalition in acquiring additional partners in the program from the private sector and from federal and local governmental agencies located within the parishes of East Baton Rouge, West Baton Rouge, Ascension, Livingston, and Iberville.

SECTION 4: Miscellaneous Provisions

A. All departments, commission, boards, agencies, and offices of the state of Louisiana, or any political subdivision thereof, are authorized and directed to cooperate in the implementation of the provisions of this Order.

B. This Order is effective upon signature and shall continue in effect until amended, modified, terminated, or rescinded by the governor, or terminated by operation of law.

IN WITNESS WHEREOF, I have set my hand officially and caused to be affixed the Great Seal of Louisiana, at the Capitol, in the city of Baton Rouge, on this 20th day of October, 2000.

M.J. "Mike" Foster, Jr.
Governor

ATTEST BY
THE GOVERNOR
Fox McKeithen
Secretary of State

Statewide monitoring sites



